

MEMORANDUM FOR: Directorate of Operations/Information Review Officer

FROM: Chief, Classification Review Division  
Office of Information Services, DA

SUBJECT: DO Coordination of SSU Records Under Historical Review

1. The DO records in this box, from Job Number \_\_\_\_\_ Box Number \_\_\_\_\_, have been initially reviewed by CRD for possible declassification and transfer to NARA under the CIA Historical Review Program. The records are from the period of the SSU and transition to CIG, defined by agreement between CRD and C/IMS to be late 1945 through 1946. They are being sent for coordination first to you, the DO, as the custodial unit. Any document that includes equities of other CIA components or of outside agencies will subsequently be coordinated with them as well before a final decision, with DO concurrence, is taken to transfer to NARA.

2. In accordance with arrangements agreed to between CRD and DO/IMS the contents of this box have been grouped into five categories:

a. DECLASSIFIABLE DOCUMENTS. These are the documents that CRD believes can be declassified in toto. They are unmarked by CRD and have been enclosed in GREEN TABS. The names of other CIA components or outside agencies that CRD believes also need to be coordinated with are written on the tabs. If the DO disagrees with CRD's judgement on a specific document, please add an enclosing tab of the appropriate color; WHITE if you wish to withhold in toto or YELLOW if you wish to sanitize. If withholding, please write down your justification under E.O. 12356 on the WHITE TAB that you add. If sanitizing, make a copy of the document, mark off on it your proposed deletions in red pencil, and write the E.O. 12356 justifications alongside. Write on the tab the other CIA components or outside agencies that you believe need to be coordinated with. Leave CRD's original GREEN TABS in place so that upon return of this box to CRD, we will be able to identify those documents that require reconciliation with DO decisions by the presence of two tabs around any document.

b. SANITIZED DOCUMENTS. these are the documents that CRD believes can be declassified with a minimum of sanitizing. CRD has made a copy of each document, marked off on it the proposed deletions in red pencil with justification under E.O. 12356 written alongside, stapled the copy to the original, and enclosed each original-copy combination in a YELLOW TAB. The names of other CIA components or outside agencies that CRD believes also need to be coordinated with are written on the tabs. If your wish is to release a document in toto, please add an enclosing GREEN TAB and write on it your recommendations for other coordination. If your wish is to withhold in toto, please add instead a WHITE TAB, with justification under E.O. 12356 written on it.

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c. WITHHELD DOCUMENTS. These are the documents that CRD believes must be withheld in their entirety. Each is enclosed in a WHITE TAB with justification for withholding under E.O. 12356 written on the tab. If your wish is to release in toto, add an enclosing GREEN TAB and write on it your recommendation for other coordination. If your wish is to sanitize, make a copy of the document, mark off on it your proposed deletions in red pencil, and write the E.O. 12356 justifications alongside. Add a YELLOW TAB to the original WHITE TAB. Write on the YELLOW TAB the other CIA components or outside agencies that need to be coordinated with.

STAT d. SPECIAL CATEGORY MATERIAL. These are personnel, financial-  
budgetary, counter-intelligence, and operational documents that have been  
requested by [ ] to be sort out and put aside for her disposition.  
STAT These are temporary records that will be destroyed after they serve their  
purpose. This material has been put into as many envelopes as necessary, each  
marked with the Job-box of origin, the nature of the material, and the name  
[ ]

STAT e. FIELD RAW INTELLIGENCE REPORTING. All raw field intelligence reports  
have been placed in as many envelopes as necessary, each marked as field  
reporting along with the Job-box of origin, and addressed to [ ]  
This material also is for final disposition through her.

3. When the documents for release, hold or sanitization are returned from the DO to CRD we will send them, if necessary, to other CIA components or outside agencies for further coordination. When all coordination is completed and the documents are returned to CRD, we will collate the results and review the documents earmarked for release or sanitization one final time to look for possible aggregate or mosaic effects.

4. The coordinated documents in this box will then be divided two ways:

a. For eventual transfer to NARA as end products of the CIA Historical Review Program, to consist of:

1. RELEASED DOCUMENTS. They will be unmarked, and will not be tabbed in any way.

2. SANITIZED COPIES only of sanitized documents. Each will have the required deletions made in a way that renders reading of the deleted material impossible. There will be no E.O. 12356 justifications on these copies nor any other markings aside from those to delete passages.

3. WITHDRAWAL NOTICES for the documents withheld in toto.

b. For retention at the AARC, to consist of:

1. Documents withheld in toto, stamped with review data.

2. Sanitized documents, consisting of each original stapled to its released sanitized version. Review data will be stamped on the sanitized version.

5. CRD will record the final results of review in a computerized data base system to be worked out in consultation with DO/IMS. Provisions will be made to protect compartmentation and DO documents designators.

6. Please forward the documents marked for [ ] to her and return the rest in their box to CRD when your coordination is complete. Questions should be addressed to [ ] C/CRD/HRB, on [ ]

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